

# EXECUTIVE SECRETARIAT

## Routing Slip

TO:

		ACTION	INFO	DATE	INITIAL
1	DCI				
2	DDCI				
3	EXDIR				
4	D/ICS				
5	DDI				
6	DDA		✓		
7	DDO				
8	DDS&T				
9	Chm/NIC				
10	GC				
11	IG				
12	Compt				
13	D/EEO				
14	D/Pers				
15	D/OEA				
16	C/PAD/OEA				
17	SA/IA				
18	AO/DCI				
19	C/IPD/OIS				
20					
21					
22					

SUSPENSE \_\_\_\_\_ Date \_\_\_\_\_

Remarks:

2637 (10-81)

Executive Secretary

10/12/82

Date

OCTOBER 27, 28 &amp; 29, 1982

SHERATON WASHINGTON HOTEL  
WASHINGTON, D.C.Conference Chairman:  
DR. WILLIAM A. SAXTONProgram Chairman:  
MORRIS EDWARDS

## OFFICE AUTOMATION COUNCIL

Chairman:  
GEORGE B. BERNSTEIN  
Naval Supply Systems CommandJULIAN G. ADLER  
Department of State  
DR. RAYMOND E. BARBER  
Executive Office of the PresidentCORR P. BEERS  
Department of the TreasuryJAMES L. CHERNY  
Department of the NavyDR. D. O. COCKE  
Department of DefenseF. KENNEDY COSS  
Department of Health &  
Human ServicesMARILYN E. COURTOT  
SenateDR. D. A. COX  
Selective Service SystemARTHUR T. DEVLIN  
Department of AgricultureJOHN DINNEEN  
Department of LaborJ. A. EDGERTON  
United States Postal ServiceA. DONALD ENY  
Federal Communications CommissionROBERT B. HEINEMANN  
Department of CommerceROBERT E. JONES  
Department of TransportationDR. JAMES E. KASPRZAK  
Department of the ArmyVICTOR G. KEHLER  
Department of the Air ForceJOHN J. LANDERS  
General Services AdministrationG. GENE LOKEY  
NASAFRANK W. MALONE  
Nuclear Regulatory CommissionHARRY L. REEBLES  
Department of EnergyREED PHILLIPS, JR.  
Department of InteriorVICTOR D. STONE  
Department of JusticeSHARON S. STROMBERG  
Office of Personnel ManagementJOHN G. USCHOLD  
Department of EducationKENNETH J. WALSKY  
Department of Housing &  
Urban DevelopmentS. RILEY WARD WATKINS  
National Bureau of Standards

## INDUSTRY COMMITTEE

Chairman:  
CHARLES H. GULARSON  
TRG Washington Group, Inc.Advanced Office Concepts Corp.  
Associated Information Managers  
Association of Records Managers  
and Administrators (ARMA)Automated Office Systems Corp.  
Booz, Allen & Hamilton, Inc.  
Communications Studies & Planning, Ltd.Datapro Research Corp.  
Disbold Group, Inc.Information Industry Association  
International Data Corporation

International Resource

Development, Inc.

A. T. Kearney, Inc.

Arthur D. Little, Inc.

Martin Simpson Research

Associates, Inc.

National Micrographics

Association (NMA)

OCR Users Association

Office of the Future, Inc.

Peat, Marwick, Mitchell and Co.

The Records Management Group

Word Processing Society

Wordpro, Inc.

SPONSOR

Federal Office Institute



PLEASE REPLY TO:

Executive Registry  
82-12480

October 7, 1982

Hon. William J. Casey, Director  
Central Intelligence Agency  
Washington, D.C. 20505

Dear Mr. Casey:

By popular request, we are holding our second executive briefing on office automation. This year we will focus on the executive's role in guiding and managing the extensive financial resources and the huge impact on human resources as the wave of new technology comes into agencies.

This free 2-hour briefing will be held here in Washington, DC, at the Sheraton Washington Hotel. Please check your calendar and reserve from 10:30 a.m. to 12:30 p.m. on October 28, 1982, so that you may attend.

This executive briefing is offered in conjunction with the third annual Federal Office Automation Conference on October 27-29. This 2-hour session will allow you to receive information from experts in the field without persuasion or distortion by vendors or outside consultants. The briefing will consist of a 1 1/2-hour session of presentations by some of the industry's best-known leaders and will conclude with a 1/2-hour guided tour of selected exposition exhibits. The content of the briefing is enclosed.

Invitations to this briefing are being extended only to Under Secretaries, Assistant Secretaries, Deputy Directors, or top administrators of the Cabinet and major administrative agencies. So that we may reserve a place for you, please let us know by October 22 if you will attend by responding on the enclosed card. If you have further questions, please call Lynn Green at (800) 225-5926.

Executives who attend will gain a greater insight into the management issues and will be able to attend any remaining sessions of the Conference as our guest. We hope to see you at the briefing!

Sincerely,

Morris Edwards  
Program Chairman

Enclosures

P306